

Clerical and Office Branch
Purchasing and Stores Group
Property Control Series

PROPERTY CONTROL OFFICER

09/91

Summary

Under general supervision, maintains records and inventories of nonexpendable property and equipment; performs related duties as required.

Typical Duties

Devises, implements and maintains departmental and/or divisional perpetual inventory lists; verifies receipt of nonexpendable property and equipment; assigns and affixes inventory numbers; establishes availability to surplus equipment and re-assigns it to requesting office; adds new or re-assigned property and equipment to appropriate perpetual inventory; supplies lists of property and equipment as requested; conducts schedule and unscheduled physical audits of inventories; arranges auction for the disposal of worn, obsolete and surplus property and equipment; reports defective or unsafe equipment to owning department head; investigates losses through theft or negligence.

As assigned, supervises subordinate personnel; complies with and enforces safe working practices and procedures; maintains records and prepares reports.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and four years of progressively responsible experience in store keeping and inventory control work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of inventory maintenance and control; considerable knowledge of the practices and procedures of receiving and storing property and equipment; good knowledge of computerized inventory control systems, and the operation of PC and/or CRT's; good knowledge of office practices and procedures; good knowledge of safe working practices and procedures; some knowledge of the statutory requirements of property management.

Ability to accurately count and record inventory items; ability to develop and maintain record keeping and inventory system; ability to recognize damaged or defective property and equipment; ability to maintain records and prepare reports; ability to establish and maintain effective working relationships with fellow employees and vendors.

Skill in the operation of office equipment; skill in the operation of a motor vehicle.

Physical Requirements: Mobility within an office and field environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head